**Annex 4**

**CHECKLIST FOR SUPPLIERS**

***LIST OF DEMANDED DOCUMENTS FOR SUBMISSION TO RFP-2021-040 COMPETITION***

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | **Name of document** | **Comments** | **Yes, submitted** |
| 1 | Annex 2a: Duly completed and signed Form for submitting service provider’s technical proposal | In English |  |
| 1.1 | Information about the company / Company’s profile indicating the list of projects/contracts, confirming the min. 10 years of experience in the development, design, and documentation of scientific and technical solutions in the agriculture sector (min 2 pages, max 5 pages) |  |
| 1.2 | Methodology, strategy, and plan for the implementation of the required services in the format of the Gantt chart |  |
| 1.3 | Names and qualifications of the key personnel that will perform the services indicating who is Project Manager and who are supporting, etc.  Detailed CVs of key personnel |  |
| 2 | Documents confirming the qualifications of key experts – education diplomas, certificates, etc. |  |  |
| 3 | Annex 2b: Duly completed, signed and password protected Form for submitting service provider’s financial proposal | Password protected  In English |  |
| 4 | A copy\* of company’s state registration certificate/Business License |  |  |
| 5 | A copy of company’s Charter (if applicable) |  |  |
| 6 | A copy of VAT certificate (if applicable) |  |  |
| 7 | Certificate on the absence of debts in tax authorities and serving banks |  |  |
| 8 | Financial reports for the last 2 years (2019 and 2020) |  |  |
| 9 | Written confirmation of availability of material and technical, methodological, regulatory, including special software, for performing design work, including for calculating renewable energy technologies |  |  |
| 10 | Recommendation letters from previous clients (min. 5 should be presented) |  |  |
| 11 | Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List (prepared in any form) |  |  |

*\*Copies of documents no need to notarize!*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*